



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TITLE VI PLAN: FY2020

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# FY 2020 TITLE VI and ENVIRONMENTAL JUSTICE PLAN

Transportation Planning & Transportation Improvements

Sierra Vista Metropolitan Planning Region

**DRAFT**

Adopted on \_\_\_\_\_  
Sierra Vista MPO Executive Board  
Approved on \_\_\_\_\_  
ADOT Civil Rights Division

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## TABLE OF CONTENTS

Introduction.....	2
Federal Funding for SVMPO Planning and Programming .....	2
SVMPO Location.....	2
SVMPO Signed Policy Statement.....	4
General Assurances.....	4
Notice to the Public.....	7
Public Education of Title VI Information.....	8
SVMPO Organization and Staffing.....	8
Data Collection/Reporting and Analysis .....	10
SVMPO Program Areas .....	11
Demographic Profile for SVMPO Region.....	13
Limited English Proficiency.....	14
Environmental Justice.....	16
Disadvantaged Business Enterprises.....	17
Public Participation and Outreach.....	17
Complaint Procedures.....	19
Title VI Training .....	20
Compliance and Enforcement Procedures .....	21
Programs, Contracts and Sub-Recipient Reviews.....	21
Plan Timeframe and Update Schedule.....	22
Title VI Plan Goal.....	22
Attachments:	
Title VI Notice to the Public	
Non-Discrimination Complaint Procedures	
Complaint Form English & Spanish	
Signed Appendices A, B, C, D & E	
Demographic Maps of SVMPO Region	
SVMPO Demographic Report	
Executive Board Meeting Minutes of May 9, 2019 <b>PENDING</b>	

## INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as SVMPO, was formed in 2013, after the area reached a Census designated urban population of 50,000. It is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona.

The SVMPO is governed by an Executive Board consisting of elected officials from each of the three member jurisdictions. The Executive Board exercises the powers invested in it under 23 U.S.C. 104 (f) and 49 U.S.C. 5305 to carry out the provisions of 23 U.S.C. 134/49 U.S.C. 5303, which includes the power to enter into agreements with other governmental entities for accomplishing necessary duties and responsibilities described under law. In addition, SVMPO is guided by a Joint Project Agreement with the Arizona Department of Transportation and an annual Work Program that describes responsibilities and planned activities to providing continuing, coordinated and comprehensive regional transportation planning.

The SVMPO is committed to encouraging participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice (EJ) and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or Limited English Proficiency (LEP), shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to ensure that equal benefits and disproportionate burdens are assessed during project development. This Title VI Plan sets out the SVMPO policies and assurances in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898.

### *Title VI of the Civil Rights Act of 1964*

*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance."*

## Federal Funding for SVMPO Planning and Programming

The SVMPO currently receives the following federal funding for planning and programming in the SVMPO region:

- ❖ State Planning and Research Funds (SPR)
- ❖ Metropolitan Planning Funds (PL)
- ❖ 5303 Transit Planning Funds

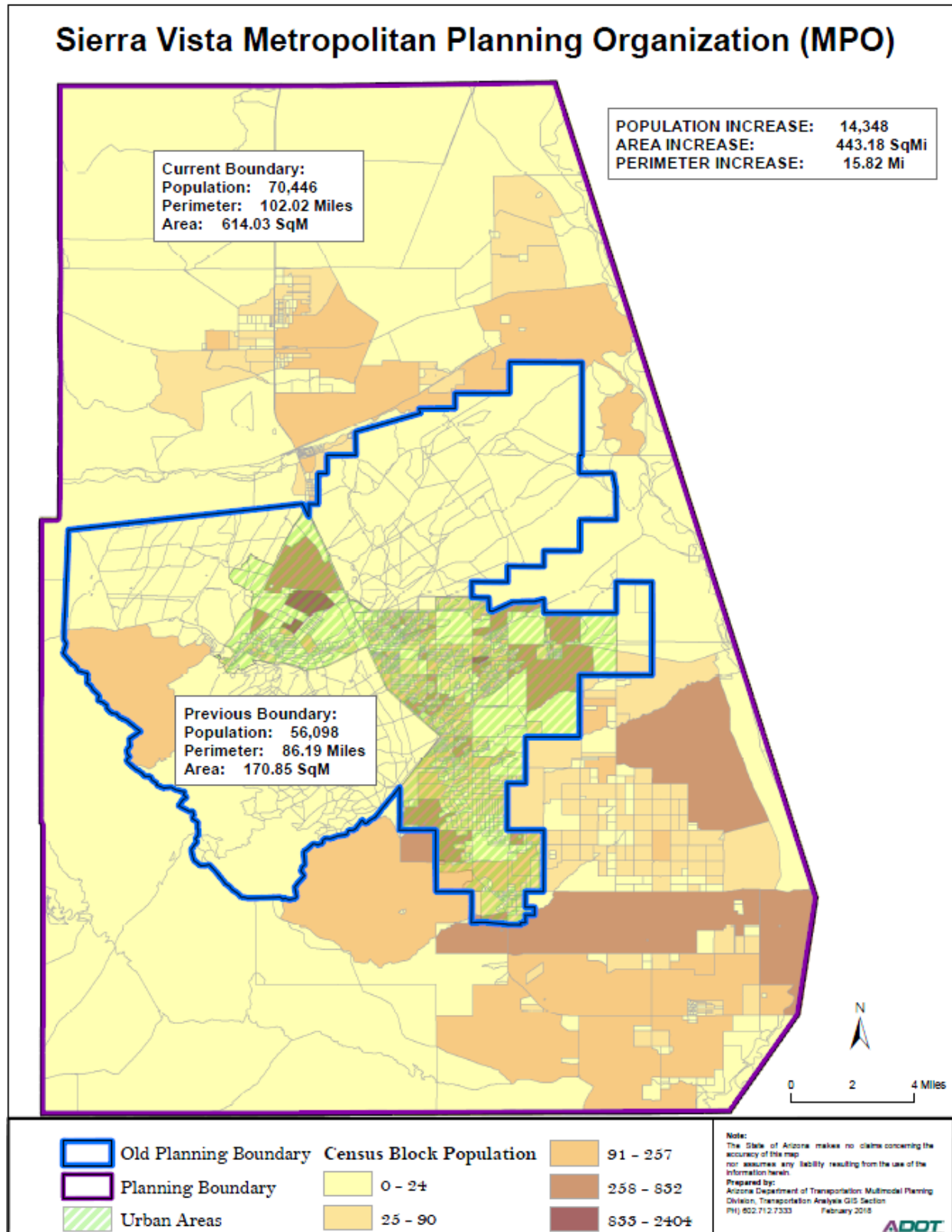
The SVMPO also coordinates, with their member jurisdictions, grant funding from public and private sources.

## SVMPO Location

SVMPO is located in the southeast corner of Arizona. There are currently two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. Portions of southwest unincorporated Cochise County are included within the SVMPO boundaries. Other jurisdictions within Cochise County and key areas outside of Cochise County are frequently included in planning processes in order to help evaluate connectivity and outside impacts.

On January 18, 2018, the SVMPO Executive Board approved an expansion of the MPO planning boundaries. This expansion increased the MPO area to 614.03 square miles, reaching to the international border with

Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. The MPO now includes federal and state owned lands, including the Coronado National Forest.

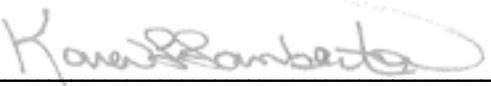


## SVMPO SIGNED POLICY STATEMENT

The SVMPO Title VI Policies have not been changed and are supported by the following policy statement:

The Sierra Vista Metropolitan Planning Organization (SVMPO) is committed to ensuring that no person is discriminated against on the grounds of color, race, or national origin as provided by Title VI of the Civil Rights Act of 1964 and related authorities. Specifically, Title VI asserts that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Additional protections are provided in other federal and state authorities for individuals with Limited English Proficiency, income status, sex, disability, and age.

SVMPO strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a sub-recipient of federal funding, SVMPO is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities. The U.S. Department of Transportation Title VI implementing regulations can be found at 49 CFR part 21.

  
\_\_\_\_\_  
Karen L. Lamberton, AICP, SVMPO Administrator

May 9, 2019  
Date

## ASSURANCES

The SVMPO has signed the following assurances in compliance with federal civil rights requirements:

### General Assurances: Federal Aid Highway Program

#### Sierra Vista Metropolitan Planning Organization Title VI Assurances: FHWA

The Sierra Vista Metropolitan Planning Organization (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration and Arizona Department of Transportation*, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statues)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

## General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The Sierra Vista Metropolitan Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:


- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, **Sierra Vista Metropolitan Planning Organization** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration or Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration or Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration, Arizona Department of Transportation*, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

**Sierra Vista Metropolitan Planning Organization** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration and Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program* the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

  
\_\_\_\_\_  
Karen L. Lamberton, AICP, SVMPO Administrator

May 9, 2019  
Date

## General Assurances: Federal Transit Administration


### Sierra Vista Metropolitan Planning Organization Title VI Assurances: FTA

The Sierra Vista Metropolitan Planning Organization HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The Sierra Vista Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 47021B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9(b).
3. The Sierra Vista Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transportation Administration and/or the U.S. Department of Transportation.

#### Certification

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sierra Vista Metropolitan Planning Organization by the Department of Transportation under the Federal-aid Highway Program/Federal Transit Grant Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in the interest and other participants in these same Federal-aid programs. The person whose signature appears below is authorized to sign this assurance on behalf of the Sierra Vista Metropolitan Planning Organization.

  
\_\_\_\_\_  
Karen L. Lamberton, AICP, SVMPO Administrator

May 9, 2019  
Date

APPENDICES A, B, C, D AND E are provided in the Attachments to this Plan.

### NOTICE TO THE PUBLIC

Continuing compliance with Title VI, EJ and LEP policies are an ongoing effort performed with every program and project activity. Information about non-discrimination policies and the rights of the public are provided at every meeting location, posted at the SVMPO Administrator's office and are on the SVMPO website.

Public Meeting Notices are posted at the SVMPO Office lobby, located at 401 Giulio Cesare Ave, Sierra Vista, Arizona, 85603 and disseminated for additional courtesy posting to all member jurisdictions. These postings include:

- ❖ Cochise County Offices at 1415 Melody Lane, Bisbee, Arizona 85603
- ❖ City of Sierra Vista City Hall at 1011 N. Coronado Drive, Sierra Vista, AZ 85635
- ❖ Town of Huachuca City Town Hall at 500 N. Gonzales Blvd., Huachuca City, AZ 85616

The Title VI Notice to the Public is provided in the Attachments to this Plan.



## **PUBLIC EDUCATION OF TITLE VI INFORMATION**

Public education regarding Title VI, EJ and LEP programs and strategies is on-going. Inclusive public outreach strategies are identified in the SVMPO Public Participation Plan, last adopted January 17, 2019, and include:

- ❖ Use of local media through press releases, paid advertisements and legal notices;
- ❖ Maintaining a website to disseminate information and provide data, plans and studies to the public;
- ❖ Providing information about rights under Title VI, EJ and LEP along with opportunities for discussion at formal and information meetings with the public about issues of concern to these population groups;
- ❖ Posters regarding Title VI rights and processes to file complaints are posted at all member jurisdiction's offices

The SVMPO is committed to incorporating an effective public process into future planning efforts, project development and program activities.

## **SVMPO ORGANIZATION & STAFFING**

Regional planning activities of the SVMPO are supported by multiple partners and under the direction of the SVMPO Administrator. At the time of this Plan, SVMPO has one Full-Time-Equivalent (FTE) staff person, one part-time student intern, supported with in-kind staff support from all three member jurisdictions.

### **Title VI Coordinator**

The SVMPO Title VI Coordinator is Karen L. Lamberton, SVMPO Administrator, located at 401 Giulio Cesare Ave., Sierra Vista, Arizona, 85635-2411. Office Phone: 520-515-8525 E-Mail: [svmpo@SierraVistaAz.gov](mailto:svmpo@SierraVistaAz.gov)

Compliance for the SVMPO transportation planning program with Title VI and EJ requirements falls under the duties of the SVMPO Administrator, which includes activities such as project reporting, data collection, providing Title VI/EJ training and complaint response and resolution.

### **Responsibilities of SVMPO Partners**

Title VI and Environmental Justice (EJ) activities are undertaken by partners working closely together to ensure that all people in the region have a voice in, and benefit from, investments made in transportation. These agencies include:

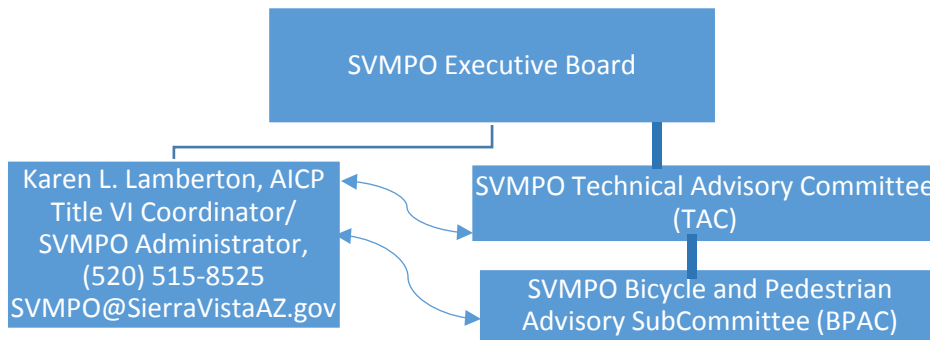
- ❖ The SVMPO member jurisdictions have primary responsibility for Title VI and EJ analysis under the National Environmental Policy Act (NEPA) for local construction projects, funded through the SVMPO.
- ❖ The Arizona Department of Transportation has primary responsibility for providing guidance and oversight on regional construction projects as well as conducting Title VI and EJ analysis for highway projects within the SVMPO region.
- ❖ Vista Transit, as the designated recipient for Federal Transit Administration (FTA) funds, transit operators and sub-recipients of FTA funds have the primary responsibility for Title VI and EJ analysis for transit service and transit projects subject to the National Environmental Policy Act (NEPA).

The SVMPO Long-Range Transportation Plan, and subsequent updates, assesses the impacts of proposed transportation benefits and impacts on vulnerable population groups. Agreements and contracts are reviewed by the SVMPO fiscal agent (City of Sierra Vista) to ensure compliance with Title VI requirements. Project sponsors also consider targeted outreach strategies appropriate to the project area, in keeping with the adopted SVMPO Public Participation Plan.

### Executive Board and Committees

It is the function of the Executive Board to act as a policy body, coordinating all SVMPO activities, programs and projects. The Executive Board must approve all agreements and contracts, and authorizes the SVMPO Administrator or other designated staff to sign all appropriate documents related to agreements and contracts. **The SVMPO Executive Board must also review and approve the Title VI Plan and Public Participation Plan.**

The Executive Board consists of elected officials from all the member jurisdictions and a representative from the Arizona Department of Transportation, SouthCentral District. The District representative participates on behalf of the State Transportation Board and is a non-voting member, per the SVMPO By-Laws.



It is acknowledged that there is an over-representation of white, non-Hispanic on the SVMPO Executive Board and committees. However, it is also acknowledged that the Executive Board is made of elected officials, the committee members are appointed by virtue of their position or expertise (e.g. City or County engineers) and that those positions are recruited by the member jurisdictions through non-discriminative and open processes. The process to select members of the SVMPO Executive Board and all SVMPO committees (currently two: TAC and BPAC) is set out in the adopted SVMPO By-Laws, Section III, A1 (a); B1(a) and Section IV C.

Given the limited number of committees and membership on those committees, changes in even one member’s ethnicity, race or national origin significantly adjusts the demographic percentages. For example, the recent hiring of Ms. Jing Luo as the Sierra Vista City Engineer, adjusted the percent of representation by Asian’s to 12.5 percent of committee representation in contrast to the 2.6 percent within the region. Nevertheless, proactive recruitment of Hispanic or non-white representatives to subcommittees is desired to more equally represent the SVMPO population as a whole.

## Ethnicity and Gender Statistics for SVMPO Region, Executive Board, Committees and Staff

SVMPO	RACE/ETHNICITY						GENDER	
	White Non-Hispanic	Hispanic	Black Non-Hispanic	Asian Non-Hispanic	Native American Non-Hispanic	Multi-Racial Non-Hispanic	Male	Female
SVMPO	63.0%	24.4%	4.8%	2.6%	0.8%	3.7%	47.7%	52.2%
Executive Board	100%	0	0	0	0	0	50.0%	50.0%
SVMPO TAC Committee	87.5%	0	0	12.5%	0	0	50.0%	50.0%
SVMPO BPAC	100%	0	0	0	0	0	60%	40%
SVMPO Staff	100%	0	0	0	0	0	0%	100%

*Chart does not include 0.3% Pacific Islander or 0.1% Some Other Race/Non-Hispanic Categories*

## DATA COLLECTION/REPORTING AND ANALYSIS

Title VI reporting is typically completed and reported to Arizona Department of Transportation’s Civil Rights Division on an annual basis. Data is retrieved from the Bureau of the Census (decennial Census data and American Community Survey/ACS data) as well as from other sources that compile and report this data such as the Maricopa Association of Governments Demographic Viewers (<https://maps.asmag.gov>), University of Arizona and Cochise College economic departments. The Executive Board and Committee members are offered the opportunity to self-report demographic data for the purposes of Title VI reporting. Additional surveys and neighborhood scaled outreach efforts supplement collected data with self-reported or real-time observed data. The SVMPO is developing strategies to collect and compare demographic data during outreach events and activities for inclusion in the upcoming FY20/FY21 Long-Range Transportation Plan effort.

The U.S. Census Bureau is the source of data used for determining the environmental justice communities of concern. The unit of analysis is typically Census Tracts: small, fixed boundaries that are updated every ten years as part of the Census Bureau’s Participant Statistical Areas Program. Census tracts have an average population size of 4,000 people, but may range in size from 1,200 to 8,000 people. Census Tracts are defined to provide a standard geographical unit for presentation of statistical data. Boundaries tend to follow visible and identifiable features and allow for statistical comparisons over time. Data collected includes information about ethnicity, race, socio-economic factors, demographic profile and quality of life measures (such as housing and rental costs). Data may be analyzed on a region-wide basis or narrowed to a specific project or planning area by the SVMPO Administrator with the assistance of GIS and Planning staff of the member jurisdictions, academic and economic development professionals and consultants.

The SVMPO plans to gather demographic data, specifically related to ethnicity/race but when appropriate also gender, age and income at meetings, public outreach events, and associated with SVMPO internal

program areas. Survey forms have been developed: the SVMPO is also in the process of developing a standardized visual survey form for use. The SVMPO Title VI Coordinator will be the lead staff member to ensure the following assessment steps are undertaken.

1. With the use of survey tools (visual, written, electronic) demographic data, will be collected.
2. This data, once collected, would be assessed and compared to regional and project area data.
3. An analysis of trends would be completed.
4. Outreach strategies and materials could be adjusted, if needed, to improve outreach into protected population groups that are not being adequately reached.
5. Recommendations and revised activities/strategies would be included in annual Title VI Plan updates and in amendments or updates of the SVMPO Public Participation Plan.

The SVMPO boundary does not follow precisely along Census Tract boundaries. All tracts within the SVMPO Planning Boundary are used but in some cases may also include portions of Tracts located outside of the SVMPO boundaries. Analysis often compares the SVMPO region to other geographic units such as individual member jurisdictions, other MPO's or the State.

### SVMPO Program Areas

Title VI and EJ Issues are communicated and considered as planning activities move through the SVMPO committee process. This generally begins with the technical and advisory committees and concludes with the final deliberations and decisions of the Executive Board. Data is used to inform decision makers of the implications of project or planning decisions on these protected population groups, to develop projects or planning activities that mitigate or enhance transportation services to protected population groups and to target specific outreach mechanisms to engage these groups. An example of this process was the identification of hearing impaired transit riders and potential riders throughout the Vista Transit route system, which led to the development of a funded project to place monitors on buses to provide visual notification of arrival at bus stops. Demographic data on bidders and selected consultants are also collected on a voluntary basis potentially allowing comparative data to be tracked over time. Staff are working with their Fiscal Agent to obtain provided demographic data for all previously issued contracts for future analysis and reporting. Internal program area information will be compiled and reviewed on an annual basis.

The adopted SVMPO Work Program and Budget defines the activities of the internal programs that are overseen by the SVMPO. The SVMPO Technical Advisory Committee provides direction to the SVMPO Administrator on implementing the Board approved work program tasks. Work program elements for FY20/FY21 consists of nine categories described in the following Table:

WORK PROGRAM ELEMENT		PUBLIC Interaction LEVEL	DATA COLLECTION STRATEGIES
1	Administration	Low	Rare contact with the public on this work element. Track Title VI demographics at SVMPO meetings via self-reporting, observation, survey tools; log data related to inquiries to the SVMPO office to the extent provided; Collect data from bidders and selected consultants for MPO contracts.

WORK PROGRAM ELEMENT			PUBLIC Interaction LEVEL	DATA COLLECTION STRATEGIES
2	Transportation Systems Data and Monitoring	Collect, analyze and report on data for federal and state mandates, e.g. traffic data, performance measures, GIS land and infrastructure records.	Low	Rare contact with the public on this work element; technical; supports the GIS mapping for Title VI analysis of regional or project specific for ethnicity, race and/or gender factors.
3	Long-Range Transportation Plan	Develop and implement a long-range vision for the regional transportation system.	High	Proactive outreach to reach vulnerable population groups and solicit feedback from underserved areas. Track Title VI factors in outreach activities, meetings: feedback via self-reporting, observation, map analysis.
4	Transportation Improvement Program	Prepare the short-range, 4-5 year project list for available funding.	Medium	Outreach primarily broad web-based and press releases providing opportunity to comment on short-range plan selection. Track Title VI factors for feedback, sensitivity to ensure coverage of areas with high percentages of vulnerable population groups. Provide language assistance for documents upon request.
5	Coordinated Public Transit Planning	Coordinate transit planning activities, promoting effective mobility and system efficiencies, coordinating funding options for local transit agencies.	Medium	Coordination with transit agencies for Title VI outreach during any transit oriented planning activities. Rely on transit agencies for on-board surveys on ridership demographics. Inclusion of transit mode riders in outreach for regional programs, plans and projects.
6	Alternative Transportation Systems Planning	Support development of alternative modes e.g. bicycling, pedestrian, aviation, freight.	Medium	Involve advocacy groups and agency specific expertise related to alternative mode activities. Target educational activities by mode, use web-based tools and special events to inform, involve and engage local residents.
7	Regional Planning	Integration of land use with the transportation planning processes, identify gaps, needs and opportunities, including bike and pedestrian activities.	Medium	Track with self-reporting, observation and map analysis membership and attendees to advisory sub-committees, special focus group targeted to specific modes; proactively target underserved areas and vulnerable population groups in regional planning activities; provide language assistance, when appropriate for regional planning documents or response forms.
8	Special Project Planning	Special focused planning activities, including addressing safety, environmental, storm water-issues.	Medium	On a project specific basis, outreach may be extensive or may only be dissemination of information.
9	Public Involvement and Outreach	Outreach activities including the development of a Public Participation Plan and a Title VI/EJ/LEP Plan.	High	This work program element is specifically targeted to providing outreach to all population groups of the SVMPO region; includes activities specific to Title VI population groups; includes tracking Title VI data of participants through self-reporting, observation, map analysis. Development of the Title VI Plan and targeted outreach strategies in this work program element.

FY20&21 Work Program and Budget: Adopted May 2019

## DEMOGRAPHIC PROFILE FOR SVMPO REGION

Communities of concern are defined as those Census Tracts where the identified groups represent a percentage of the population equal to or greater than that of the county average. The threshold for the population of Limited English Proficiency (LEP) population follows federal guidance at five percent or 1,000 people within a census tract, whichever is less. Based on the 2013-2017 American Community Survey five-year estimates, the threshold for each mandated community of concern for census tracts within the SVMPO are as follows:

- ❖ **Minority Population: 37.49 percent or higher**
- ❖ **Limited English Proficiency: Five (5) percent or higher**
- ❖ **Elderly/Over 65: 19.2 percent or higher**
- ❖ **Population in poverty: 14.1 percent or higher**
- ❖ **Disability: 16.5 percent or higher**

Maps illustrating the SVMPO areas with communities of concern are provided in the Attachments of this Plan. Maps providing information about fixed route transit in the SVMPO region and a project location map for the one regionally funded design and construction project in the SVMPO five-year Transportation Improvement Program are also included in the Attachments to this Plan. Two other federally funded projects: a pavement condition survey and an adaptive signal project are not site specific but provide transportation benefits throughout the most densely populated areas of the SVMPO region.

Title VI Data for Sierra Vista MPO						
Population and Households			Census Block Groups			
Category	Total	Percent	Number of block groups >= Area Percentage	% Block Groups	Affected Population	% of Affected Population Captured in Census Block Groups
Population Base	69,149	N/A	53	1	N/A	N/A
Minority	25,925	37.49%	27	50.94%	17047	65.74%
Age 65+	13,300	19.20%	20	37.74%	8776	67.20%
Below Poverty Level	9,341	14.10%	22	41.51%	7803	77.79%
Population with a Disability	7,510	16.50%	19	35.85%	4828	46.64%
Limited English Proficient Persons (LEP)	4,081	6.70%	26	49.06%	3573	83.05%
<p><i>Source: United States Census Bureau, American Community Survey 2013-2017 5yr Estimates</i>            Prepared by: Maricopa Association of Governments, <a href="http://www.azmag.gov">www.azmag.gov</a>, (602) 254-6300.</p> <p>Source: U.S. Census Bureau, 2013-2017 American Community Survey (ACS) 5-Year Estimates. ACS data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate is represented through the use of a margin of error (MOE). In addition to sampling variability, the ACS estimates are subject to nonsampling error. The MOE and effect of nonsampling error is not represented in these tables. Supporting documentation on subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website (<a href="http://www.census.gov/acs">www.census.gov/acs</a>) in the Data and Documentation section. Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website (<a href="http://www.census.gov/acs">www.census.gov/acs</a>) in the Methodology section. The MOE for individual data elements can be found on the American FactFinder website (<a href="http://factfinder2.census.gov">factfinder2.census.gov</a>).</p> <p>Note: Although the ACS produces population, demographic and housing unit estimates, the decade Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns.</p> <ol style="list-style-type: none"> <li>1. Poverty Status does not include institutionalized persons or persons under five years of age. In the defined MPO area the total population universe is 67,061 persons.</li> <li>2. Disability is determined for the noninstitutionalized civilian population based on six reported types of difficulty: hearing, vision, cognitive, ambulatory, self-care and independent living difficulties.</li> <li>3. Limited English Proficiency does not include institutionalized persons or persons under five years of age. In the defined MPO area the total population universe is 64,292 persons.</li> </ol>						

## Ethnicity & Race

According to the 2013-2017 ACS data, Hispanics constituted 19.2 percent of the SVMPO’s total population compared to 30.9 percent for the State and 17.6 percent for the nation. African American’s accounted for 4.8 percent of the SVMPO’s population, Asians for 2.9 percent, Native American’s for 0.9 percent and Native Hawaiian/Pacific Islander for 0.4 percent. Multi-racial, that is persons indicating two or more races, were indicated by 3.7 percent of the population. 0.2% identified themselves as Other Race/Non-Hispanic.

The dominate European ethnicity identifies with either a German or Irish ancestry. It is also notable that a dramatic shift in ethnicity is seen among the youth of this area: almost half of all those under the age of 18 are Hispanic. This mirrors the demographic profile in Arizona, which had the largest age gap between race/ethnicity in the Nation at the time of the 2010 Census.

## Age, Gender & Disability

The median age of the SVMPO population was 41.1 years – several years older than the State median age of 37.2 but slightly older than the Cochise County median age of 40.5. 19.2 percent of the population is over the age of 65 and 8.4 percent over the age of 75. Older population groups are a higher percentage of residents on the southeastern corner and across the northern border of the SVMPO region. The gender split in 2013-2017 ACS data was 52.2 percent female and 47.7 percent male.

Over 16.5 percent of the population indicated a disability that interferes with normal life function which may include a sensory, physical, mental or self-care disability in the 2012-2016 ACS results. For the aging population, those over 65, the percent indicating a disability increases to 37.5 percent.

The SVMPO will actively work with member jurisdictions to encourage full participation in the upcoming Census 2020 population count, provide support to the state-wide population technical advisory committee, and continue to collect, review, analyze and update socio-economic data. Up-to-date data on vulnerable population groups and communities of concern will be included as part of the assessment of program and project development and implementation.

## Limited English Proficiency

An area is defined as having a Limited English Proficient (LEP) community of concern when five percent (5%) or 1,000 people or more of the population within any given Census Tract reports limited English proficiency. Limited English Proficient (LEP) persons refer to people who are age 5 years or older for whom English is not their primarily language and have a limited ability read, write, speak or understand English. It includes those people who have reported to the Census that they speak English less than very well, not well or not at all.

Persons with Limited English Proficiency (LEP) in SVMPO Region	Persons 5 yrs or over	Percent of Persons 5 yrs or over	Percent of Persons 5 yrs and over with LEP
Total Persons 5 years and over	64,292	100%	
English Speaking Only	51,369	79.9%	
Speak Other Languages	12,923	20.1%	
Limited English Proficiency	4,081	6.7%	100%

*Source: U.S. Census Bureau, 2013-2017 American Community Survey 5 year Estimates. ACS Data are based on a sample and are subject to sample variability.*

Guidance from the U.S. Department of Transportation sets out a four-factor analysis to determine need for translation services in order to provide meaningful access for those with Limited English Proficiency (LEP) to engage with regional planning programs and activities. Reasonable steps should be in place to ensure that interested members of the public can receive information and communicate their perspectives in the language most comfortable to them. These four factors are as follows:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided to people's lives.
4. The resources available to the recipient and costs.

**LEP Persons to be Served:** According to the 2013-2017 ACS five-year estimates, 6.7 percent of the population over five years of age was identified as persons with LEP; however, of these only 1,235 or 2.4 percent indicated that they speak English "not well" or "not at all." The predominate language for the SVMPO LEP group is Spanish. The federal standard is to translate materials when 5 percent or more people in an area speak English less than "very well". Of those that speak a second language, Spanish is the most common, followed by German and Tagalog. Korean and Vietnamese, while less than 1 percent of other language spoken, are represented in the region. The majority of the LEP identified persons in the SVMPO reside in the Town of Huachuca City, along the Fry Blvd Corridor in the City of Sierra Vista and along the southern border.

**Frequency of LEP Persons in Contact:** Unlike direct services agencies, like transit or health programs, this regional planning agency encounters people with language barriers less frequently. Broad outreach programs lend itself to reaching out to groups of people where the likelihood of accompanying family and friends that can translate is high. The most frequent contact by this agency is with individuals that speak English.

**Importance of Program to LEP Persons:** Transportation is an essential aspect of people's ability to travel where they need and want to go safely. Providing equitable services and communicating effectivity with everyone using the transportation system is desired. It is important to consider how "vital" the information being solicited is or the planning activities are to the LEP population groups. Awareness of rights to obtain information in a language comfortable to them is considered vital; however, all informational materials in behalf of long-range regional wide planning activities may not reach the level of importance as materials on evacuation routes or emergency services. Reasonable judgment must be used to determine if a specific project or activity is vitally important to a LEP individual or group such that professional translation services are deemed appropriate.

**Resources Available to LEP Persons:** Resources to provide translation of materials and translation for individuals is available but finite. The SVMPO has the ability to obtain alternative formats, such as Braille or large print, upon request. Staffing is very small (one to two persons) and the annual operating budget less than \$250,000.

Based on this four-factor test, it is reasonable for the SVMPO to provide translation and alternative formats upon request, to rely on bi-lingual staff and attendees for translation and proactivity prepare Spanish language materials when the subject matter or location indicates that the potential for this need may arise. Mapping analysis indicates that of the three largest language groups within the SVMPO area (Spanish, German and Tagalog) there are only three Census tracts that reach the mandated threshold for LEP Spanish speakers. It is noted that even within those three Census Tracts that most speak English "well". It is also noted that these Census tracts are within the project area of one of the SVMPO design and construction projects: additional funds have been secured to provide enhanced public outreach, with Spanish materials



and translation, to the public outreach for that project (North Garden/Fry Blvd). The SVMPO website includes a link to language translation for ease of translation of web-based materials.

The provisions of a Safe Harbor, as defined by a rigorous four step analysis of the level of contact and type of services provided to limited English speakers, state that a reasonable effort should be made to provide translation services but that there is no mandate for those groups under the thresholds. The SVMPO will coordinate appropriate outreach strategies with their member jurisdiction's staff and Public Information Officers on a project by project basis using data compiled for this report and local knowledge to evaluate potential LEP specific assistance that may be needed. Best practices encourage innovative outreach to those that do indicate a dual language or limited English language skills even if regulatory thresholds are not met. The policy of the SVMPO is to provide alternative formats, when appropriate, and within finite resources available.

### Environmental Justice (EJ)

Average median household income for the SVMPO region for 2017 is estimated to be just under \$45,000. County-wide poverty rates for individuals was 15.7 percent at the time of the Census in 2010 but for families with young children the rates went up to 19.5 percent and for single women with children under 5 the poverty rates were 59.3 percent. In 2017, the overall poverty rate for individuals within the SVMPO boundaries was 14.1 percent. The Town of Huachuca City, the West End area of Sierra Vista and along Highway 92 north of Ramsey Road have the largest clusters of persons in poverty in the SVMPO region.

Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using Consumer Price Index (CPI-U). The official poverty definition uses money income before taxes and does not include capital gains or noncash benefits (such as public housing, Medicaid, and food stamps).

For example, for a four-person family unit with two children, the 2017 poverty threshold was \$25,094. For one- or two-person family units, the poverty thresholds differ by age; the 2017 threshold for one individual under the age of 65 was \$12,752; whereas for an individual 65 or over it was \$11,756. Median rent averages \$811 dollars in the SVMPO region. For a family of four living at the poverty threshold, who are paying the median rent amount, have over 39.6 percent of their income dedicated to housing costs. One and two person households either must expend a substantive portion of their income on housing and/or find the lowest rental units possible within the region.

Of the 27,803 households in the SVMPO region, 4.0 percent (1,109 households) report having no vehicles available. 31.6 percent have one vehicle available; 39.3 percent have two vehicles available and 25.1 percent have three or more vehicles available.

#### *Environmental Justice Provisions of 1994*

*“Identify and address disproportionately high and adverse human health or environmental effects of federal policies, programs, and activities on minority and low income populations.”*

Although other aspects of Title VI reach to the ethnicity, race and national origin, the Environmental Justice (EJ) provisions specifically require consideration of persons who are defined as low income/in poverty. In the SVMPO region, poverty among those with young children is a matter of concern. Typically, single parent households or grand-parent caregiver households with young children are not easily reached by typical open

houses or public meetings held during daytime hours. Transportation options that include transit vouchers, safe routes to schools and information transmitted through preschools/daycares or churches are examples of SVMPO strategies for addressing EJ population groups. Elderly persons or non-vehicle households who are unable to attend meetings or visit the SVMPO offices for information may request materials to be mailed to their home by phone or e-mail.

## Disadvantaged Business Enterprises (DBE)

Disadvantaged Business Enterprises (DBE), are for-profit small businesses that meet both of the following requirements:

1. Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publically owned business, at least 51 percent of the stock is owned by one or more such individuals; and,
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

An individual may be found to be socially and economically disadvantaged on a case-by-case basis or have been designated as such by the Small Business Administration. Individuals in Title VI protected groups are presumed to be socially and economically disadvantaged.

Contractors, subrecipients or subcontractors are required to carry out all applicable requirements to not discriminate on the basis of race, color, sex or national origin. These policies extend to the solicitation and participation in contracts; in particular those contracts through the U.S. Department of Transportation and/or the Arizona Department of Transportation in accordance with 49 CFR Part 26. In order to ensure that DBEs have an equal opportunity to receive and participate in federally assisted contracts the following policies should govern procurement activities of regional governments and their member jurisdictions (local public agencies).

- ❖ Ensure nondiscrimination in the award and administration of federal assisted contracts;
- ❖ Create a level playing field on which DBEs can compete fairly for federal assisted contracts;
- ❖ Ensure that the DBE program is tailored in accordance with applicable law;
- ❖ Ensure that DBE eligibility standards are adhered to;
- ❖ Remove barriers to the participation of DBEs in federal assisted contracts; and
- ❖ Assist in the development of firms that can compete successfully in the market place outside the DBE program.

SVMPO solicits contracts using state approved DBE lists and includes requirements, when applicable, upon contractors to comply with all applicable laws and regulations, including those related to Title VI and Environmental Justice.

## PUBLIC PARTICIPATION AND OUTREACH

The SVMPO Public Participation Plan was recently updated and this update was adopted on January 17, 2019. The adopted plan is available on the SVMPO website at [www.svmppo.org](http://www.svmppo.org). The SVMPO Public Participation Plan commits to:

- ❖ Inclusive and meaningful public involvement;
- ❖ Open and honest communication with individuals and entities;
- ❖ Timely public notification of meetings and pending plans, studies and projects;

- ❖ Easily accessible access to information and opportunities to comment on key decisions;
- ❖ Forming partnerships between member entities, public and private sectors, state and federal agencies to plan and implement transportation programs and projects.

Welcoming public participation and providing opportunities to comment are the foundation of effective public outreach. Specific strategies to reach low income (EJ populations) and those with limited English skills (LEP populations) include providing translation services both accessible directly by the individual, such as google translate on the SVMPO website, or by having informal or professional translators at meetings; providing materials in different languages and/or in Braille and identifying sites where lower income or ethnic groups might congregate. An example of targeted LEP outreach would be reaching out to first generation German immigrants to the area by distributing materials at the three Sierra Vista area German restaurants and visiting the monthly meeting of the German club. Other examples include advertising in ethnic media outlets, use of illustrations/pictogram cards, engaging multilingual staff and volunteers and providing support services like bus passes and child care to facilitate lower income/single parent participation.

A selection of strategies described in the Public Participation Plan that can be used to reach out to protected, and vulnerable, population groups include:

Activity	Description	Comments
Brochures	Written material to distribute that generally contains more information than a flyer. It is often folded to create a small piece for distribution.	Translation into different languages or provided in alternative formats may be desired for targeted outreach to Title VI protected groups.
Charrettes	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days. The use of visual aids and hands-on activities can cross the language barriers as well as engage inter-generational or cross-cultural groups.
Displays/Open Houses	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are typically available to answer questions and take comments and suggestions.	These are typically held in various public locations, like regional malls and government buildings, but the use of locations or events frequented by specific ethnic groups or targeted groups e.g. soup kitchens may increase outreach to protected population groups;  Events like the annual Juneteenth Festival may engage the African-American population.; Octoberfest the German population; Cinco de Mayor the Hispanic population.
E-mails	Using the Internet to contact people that have shared electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers. Libraries and Senior Centers are locations in the SVMPO region that provide public access to computers and could be a source providing electronic connections to protected population groups.
Flyers	A written communication piece that provides basic information. Could be mailed, inserted into other communications e.g. utility bills, schools handouts.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can also be produced in various languages or alternative formats.

Activity	Description	Comments
Focus Groups	A small selected group of individuals meet together, either formally or informally, to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered. Alternative points of view may be left out by those too shy to assert themselves into a selected group or have time constraints.
Forums	A public meeting that is designed to help attendees better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. This format is not designed for decision making.	It is often helpful if a disinterested party moderates. It is also helpful, especially in some communities, if some of the "experts" are local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).
Meetings or Presentations	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-to-person basis. Meetings can be held for a wide variety of reasons from working on an issue, to making a presentation and allows for interactive Questions and Answers.	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting. Weakness is that the meeting format typically focuses solely on the presenter's point of view.
Newsletters	A regular communication for a predetermined, or self-selected, group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis. Newsletters are also a source of regular information to those that cannot or do not want to travel to meetings.
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally conducted with elected officials sitting at the front and allowing community members very specific conditions, and limited timeframes, to speak to the issue at hand.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can also result in contentious and emotional presentations that have little basis in fact.

## COMPLAINT PROCEDURES

SVMPO provides a complaint process for people who believe they have been discriminated against or feel that they have not been adequately accommodated. The information about this process is provided at public meetings and is posted on the SVMPO website. The complaint form is available in both English and Spanish: translation into other language available via google translator on the web or by request to the SVMPO offices.

Complaint procedures and processes for both FHWA and FTA related Title VI complaints are also posted on the SVMPO Website and will be kept up to date with any future changes made by federal or state agencies regarding required procedures for addressing alleged discrimination complaints. The SVMPO Non-Discrimination Complaint Procedures are incorporated into this Plan, by reference, and included in the Attachments to this Title VI and Environmental Justice Plan.

Staff likely to be the first contact for a potential Title VI complaint receive training on what forms to provide and advised of the rights of individuals to file complaints with the SVMPO. A complaint log, sample shown

below, will be used to track any submitted complaints, investigations or lawsuits.

Title VI Complaints, Investigations and Lawsuits: FY 20 Log					
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings
<b>Complaints</b>					
1)					
2)					
<b>Investigations</b>					
1)					
2)					
<b>Lawsuits</b>					
1)					
2)					

*\*Specific category, i.e. Race, Color or National Origin  
Report to be Submitted Annually to ADOT Civil Rights Division*

## TITLE VI TRAINING

The ADOT Title VI Liaisons notify SVMPO of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. The SVMPO Administrator will be involved with either seminars, conference sessions or webinar's on this topic on an annual basis. On a regular basis, but no less than annually, the SVMPO committee's and Executive Board will be briefed on updated Title VI data, analysis and outreach strategies. In addition, the SVMPO subscribes to a number of professional organizations and journals that provide information regarding best practices throughout the nation on public outreach and non-discrimination practices for transportation programming and projects.

At the time of this plan the SVMPO consists of one staff member and apart-time student intern: any new hires, interns or volunteers will be given training on this topic during their employee orientation. Training will be tracked and reported annually to ADOT's Civil Rights Division, sample form shown below:

Title VI TRAINING					
Name/Title	Month, Day & Year	Type of Training	Provided By	Cost	Comments
<b>Staff</b>					
1) Karen Lamberton/SVMPO Administrator					
2)					
<b>Boards &amp; Committees</b>					
1)					
2)					
<b>Others</b>					
1)					
2)					

*Report to be Submitted Annually to ADOT Title VI Department*

## COMPLIANCE AND ENFORCEMENT PROCEDURES

Compliance is an on-going effort to go beyond the regulatory requirements to ensure that fair and equitable engagement with all the users of the transportation system are included in decisions regarding investment of available funds. Data will be collected and reported throughout the year regarding SVMPO outreach activities. SVMPO will also develop and implement an approved Public Participation Plan and the SVMPO will report annually on targeted Title VI/EJ/LEP efforts.

Program areas, as set forth in the SVMPO adopted Work Program, are reviewed no less than annually by the SVMPO Administrator, Technical Advisory Committee and the Executive Board for compliance with relevant federal and state requirements. An annual report of Title VI activities is prepared for ADOT's Civil Rights Division review and comment.

As potential projects are proposed, consideration is given to Title VI, EJ and DBE factors. Projects, plans and studies also generated as an outcome of analysis of Title VI data. For example, the SVMPO North Garden/Fry Blvd. project is located in the City of Sierra Vista's West End: shown by Title VI data analysis has having a higher minority and higher poverty rates than other parts of the City and investment in this area to connect these residents to services and enhanced walkable spaces highly desired. During development of project public outreach, review of Title VI data for the project area influences selection of outreach strategies.

Any complaints filed will be given the highest priority for timely resolution with the applicable state and federal agencies. Data will be kept on these complaints or any lawsuits that might be filed and the SVMPO will report on the status and outcomes of those actions. **Discriminatory trends and patterns, if identified, will be brought forward, with recommendations on how to address these developing issues, to the SVMPO TAC committee and Executive Board for remedial action.** The SVMPO Administrator/Title VI Coordinator is responsible for implementing remedial measures as directed by the Executive Board.

## PROGRAMS, CONTRACTS AND SUB-RECIPIENT REVIEWS

Each program area and any sub-recipients would be reviewed by the SVMPO's fiscal agent (City of Sierra Vista) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. Two key steps included in every contract issued for the SVMPO: prior to issuing any contract the contract will be reviewed by the SVMPO Administrator to ensure inclusion of the required, and most current, Title VI Assurance documents. Secondly, all final draft contracts will be reviewed by ADOT's Multimodal Planning Division in advance of being issued. The SVMPO Administrator will then review completed contract documents and verify the receipt of signed Assurances in advance of approving a Notice to Proceed to any contractor or vender. Small contracts (sole source through the SVMPO offices) now include a requirement to provide signed acknowledgement of Assurances and a standardized process is being developed between the SVMPO and the Sierra Vista Procurement Office for both small and larger contracts issued by the SVMPO Fiscal Agent in behalf of the SVMPO. Although contracts are anticipated in the upcoming fiscal year, at the time of this Plan there are no active Procurement activities underway. The SVMPO averages one contract per year and, since its inception in 2013, has only issued a total of 11 contracts.

It is the SVMPO Administrator's responsibility to ensure that current versions of required Assurances are on file with their Fiscal Agent.

At the time of this plan, the SVMPO has no sub-recipients. Vista Transit is a partner with the SVMPO but is a direct recipient of FTA funds and reports independently on their Title VI activities and compliance. Should the relationship of the SVMPO change in respect to any member jurisdiction, other agency or non-profit and funds be passed through, additional oversight would be developed and implemented. E.g. Agreements for compliance with this Title VI Plan and signed Assurances provided.

## **PLAN TIMEFRAME AND UPDATE SCHEDULE**

This Title VI plan updates the November 15, 2018 adopted Title VI Plan and covers the time-period of July 1, 2019 through June 30, 2020. An update to this Title VI and Environmental Justice Plan will be undertaken in early spring of 2020. The SVMPO will also continue to implement the goals submitted in their FY19 Title VI Annual Report and will report on those accomplishments by August 2019 to the ADOT Civil Rights Division.

## **TITLE VI PLAN GOAL**

The goal of the SVMPO Title VI Plan is to identify and better understand vulnerable population areas within the region so that opportunities can be enhanced to allow these population groups to be engaged in the regional planning process in meaningful ways. All persons within the SVMPO region should receive equal benefits from planning activities without shouldering a disproportionate share of the burdens. This effort is a continual work in progress that will evolve to reflect the changing demographics and transportation infrastructure needs of the SVMPO area residents.

For more information, please contact Karen L. Lamberton, AICP, Title VI Coordinator, at 520-515-8525.

## **ATTACHMENTS (Referenced Documents within this Title VI Plan)**

Title VI Notice to the Public

Title VI Non-Discrimination Complaint Procedures

Title VI Complaint Form English & Spanish

Appendices A, B, C, D & E

Demographic Maps of SVMPO Region

Minority Populations; Persons over 65; Persons in Poverty; Persons with Disabilities; Limited English Proficiency; Zero Vehicle Households; Transit Routes; SVMPO Area Project Location; SVMPO Project Minority; Limited English Proficiency Census Tracts of Interest (Spanish, German, Tagalog)

Sierra Vista MPO Demographic Report/Drawn from the 2013-2017 American Community Survey as compiled and reported by Maricopa Association of Governments

Executive Board Meeting Minutes for May 9, 2019/Certification Placeholder **PENDING**